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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Personnel Division (O)

DATE: 15 July 1953

FROM : Chief, Transactions & Records Branch (O)

SUBJECT: Report of Information for Budget Purposes

1. The Transactions and Records Branch (Overt) is responsible for the processing and records keeping activities for those offices serviced by the Personnel Division (Overt)

2. This Branch maintains the position inventory file, reviews and posts classification data on personnel action requests, processes new employees entering on duty, which includes arranging for interviews, fingerprinting and picture taking, scheduling of medical examinations, scheduling of individuals for basic intelligence training courses, maintenance, servicing and processing of consultant files, performing similar functions and record activities for the National Security Council and certain positions of the Psychological Strategy Board. There is also prepared within this Branch various recurring and special statistical reports. In addition the following was accomplished during the fiscal year of 1953:

(a) Personnel Actions

Appointments
Promotions
Reassignments
Separations
Other (includes name changes, changes to lower grade, corrections, details, pay adjustments, LWOP, etc:)

TOTAL

(b) Other Activity

Security Initiations
Telephone Calls (estimated incoming and outgoing)
Control of Personnel Actions
Number of pieces of Correspondence, forms, and other material filed in personnel folders
Maintenance of control, computation and processing of periodic step increases
Maintenance of control and initiation of Personnel Evaluation Reports
Preparation of new personnel folders
Number of pieces of correspondence prepared, inquiries answered, etc.

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Postings of personnel actions
Custody and maintenance of personnel
folders:

Active

Inactive

Postings of career designations

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